Approved For Release 2004/10/27 : CIA-RDP80M00772A000400020021-2

DCI/IC-78-0059
19 September 1978

MEMORANDUM FOR: Deputy Director of Central Intelligence

STAT FROM: [redacted]
Deputy to the DCI for Resource Management

SUBJECT: Sensitive Document Control

REFERENCE: Your multiple addressee memo dtd 1 September 1978, same subject (ER 78-2534/1)

1. As required in the reference, I plan to implement the following procedures for the protection of extraordinarily comprehensive and sensitive documents. As I am sure you are aware, the IC Staff deals with a tremendous volume of Top Secret Codeword documents--at least half of our daily traffic involves Top Secret, Sensitive Compartmented Information. The measures I have outlined below are designed to protect the most comprehensive material using the criteria you set forth in paragraph 3 of the reference. Such material includes, but is not limited to, National Foreign Intelligence Program and budget decision letters, Congressional Justification Books, and congressional authorization and appropriations classified reports.

a. By 20 October, each office director and staff chief will segregate material judged to be extraordinarily comprehensive in specifically designated safes or vaults.

b. A custodian and alternate custodian will be formally tasked to maintain continual control over these comprehensive documents. The segregated safe space will remain locked when not being used, and access to it will be with the permission of the custodians only.

c. In order not to destroy the integrity of our records management system, when a document is judged to be extraordinarily comprehensive and designated for segregated storage as well as custodian control, an appropriate identifier cross-referencing it will be placed in the regular file.

Approved For Release 2004/10/27 : CIA-RDP80M00772A000400020021-2

Approved For Release 2004/10/27 : CIA-RDP80M00772A000400020021-2

SUBJECT: Sensitive Document Control

d. An inventory of this segregated material will be taken every 90 days.

2. I believe these measures are consistent with the letter and the spirit of your memorandum.

STAT

Distribution:
Orig. - Adsee.
1 - ER
1 - D/DCI/RM Chrono
1 - C/AS/RMS
1 - D/PBO/RMS
1 - D/PAO/RMS
1 - D/PGO/RMS
1 - D/IRO/RMS
1 - D/CLLO/RMS
1 - RM Registry

STAT EO/RMS/
(19 September 1978)

Approved For Release 2004/10/27 : CIA-RDP80M00772A000400020021-2

Approved For Release 2004/10/27 : CIA-RDP80M00772A000400020021-2

DD/A Registry
78-3468/1

Executive Registry
78-2534/1

1 SEP 1978

MEMORANDUM FOR: Deputy Director for Resource Management
Deputy Director for Collection Tasking
Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology

FROM: Frank C. Carlucci
Deputy Director of Central Intelligence

SUBJECT: Sensitive Document Control

1. Because of recent events I have directed a total and comprehensive review of all personnel security, physical security, and information control activities in the Agency. While this review will focus on our entire security program, its final conclusions and recommendations will take some time to develop.

2. Recognizing that the results of this review may produce significant changes in our security policies and procedures, there are certain actions in the security area that are being pursued immediately without waiting for the comprehensive study to be completed. One of these actions involves moving toward positive accountability for those classified documents uniquely and especially deserving of tight security controls due to the breadth of their contents or to their unusual sensitivity.

3. I hereby task each of you to review immediately your classified holdings to identify your extraordinarily comprehensive and sensitive materials, those obviously warranting especially strict controls. I am talking about that classified material, mostly Top Secret including some Sensitive Compartmented Information, which by its nature, if compromised, would be especially revealing, would have extraordinarily adverse impact on our national security or which would deliver a staggering loss of sensitive intelligence capability.

Approved For Release 2004/10/27 : CIA-RDP80M00772A000400020021-2

Approved For Release 2004/10/27 : CIA-RDP80M00772A000400020021-2

4. Having identified such materials within your purview I would expect you to institute immediately a system of personal accountability and segregated storage for such materials.

5. I also expect you to report to me on the actions you have taken on this matter no later than 15 September 1978.

/s/ Frank C. Carlucci

Frank C. Carlucci

cc: GC
IG
LC
A/DCI/PA
Compt
D/EEO

Approved For Release 2004/10/27 : CIA-RDP80M00772A000400020021-2

STAT

Approved For Release 2004/10/27 : CIA-RDP80M00772A000400020021-2

Next 1 Page(s) In Document Exempt

Approved For Release 2004/10/27 : CIA-RDP80M00772A000400020021-2